

COMPLETING DEFAULT DISSOLUTION

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WHAT IS A DEFAULT DISSOLUTION?

WHAT IS A DEFAULT DISSOLUTION?

1. **What is a default dissolution?** A default results when the Respondent has been properly served with the Petition for Dissolution and related documents and has failed to file a Response or other responsive documents in the time period allowed (normally 30 days from the date of service). This allows the Petitioner to enter default judgment and get everything asked for in the Petition.
2. **What is required to qualify for proceeding with default dissolution?** In order to complete a default dissolution all of the following have been accomplished or completed:
 - a. Your dissolution petition and related documents have been filed with the clerk and properly served on the other party.
 - b. You have filed the Proof of Service of with the clerk.
 - c. You have checked the court file and the Respondent (your spouse) has NOT filed a Response to your Petition or any other form of responsive pleadings and at least 30 days has passed from the date the Respondent was served.
 - d. You are now ready to complete your dissolution and obtain default judgment.
 - e. Follow the instructions for each document in the rest of this binder.

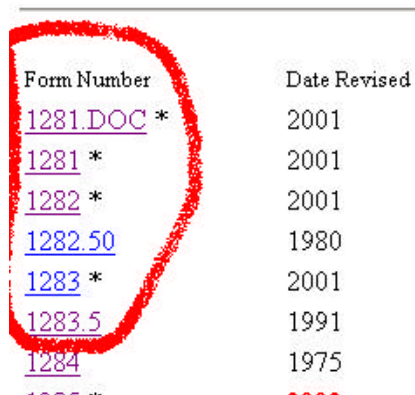
DECLARATION REGARDING
SERVICE OF DECLARATION OF
DISCLOSURE & INCOME &
EXPENSE DECLARATION

(Form FL-141)

ACCESSING THE DOCUMENT IN THE COMPUTER

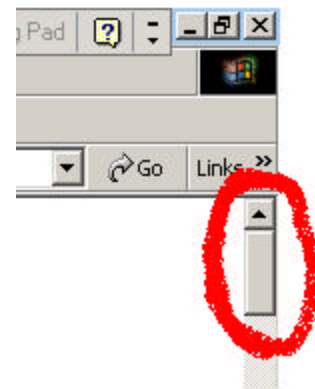
ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975
1285

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down

OR

Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE
DECLARATION REGARDING
SERVICE OF DECLARATION OF
DISCLOSURE & INCOME &
EXPENSE DECLARATION

**DECLARATION REGARDING SERVICE OF DECLARATION OF DISCLOSURE
& INCOME & EXPENSE DECLARATION**
Form FL 141

This document is required in all dissolution, nullity and legal separation cases regardless whether there are issues regarding children or support or assets or debts or property.

The areas in **red** correspond to the areas on the form that you will need to complete.

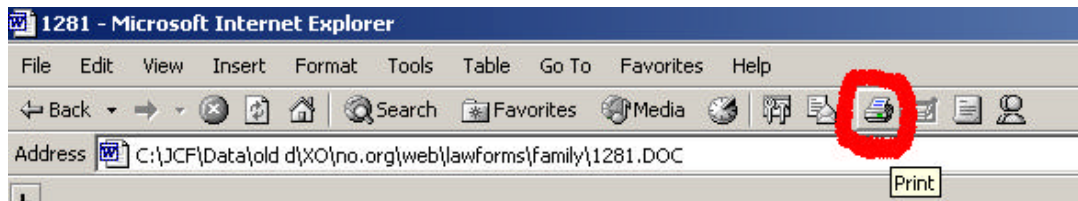
1. Select Form **FL-141, Declaration Regarding Service of Declaration of Disclosure**. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. Even if you completed the Financial Statement (Simplified) instead of the Income & Expense Declaration, you are required to submit this form.
 - a. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
 - b. **ATTORNEY FOR** – type in Petitioner in Pro Per.
 - c. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
 1. **STREET ADDRESS** – type in 215 FIFTH STREET
 2. **MAILING ADDRESS** – type in 215 FIFTH STREET
 3. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
 4. **BRANCH NAME** – leave blank
 - d. **PETITIONER:** type in your name.
RESPONDENT: type in your spouse's name.
 - e. **CASE NUMBER** – Type in the case number as previously assigned by the Clerk. Include the entire prefix and number YCSC CV FL XX-XXXXXXX.
 - f. **Mark the Petitioner's box.**
 - g. **Mark the Preliminary box.** Since this is a default judgment you are not required to file a Final.
3. **Item #1** – mark Petitioner.

4. **Item #2** – mark the Petitioner box on the first line.
Was served on: mark the Respondent box. Then mark personal service or mail (How did you serve the Declaration of Disclosure? by personal service or mail?)
Type in the date Respondent was served with the Declaration of Disclosure.
5. **Item #3 and Item #4** – not required DO NOT COMPLETE. Again, you are not required to complete a final declaration of disclosure because this is a default judgment.
6. **DATE** and **PRINT NAME**.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS.**"
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT DECLARATION RE SERVICE OF DECLARATION OF DISCLOSURE
AND INCOME & EXPENSE DECLARATION

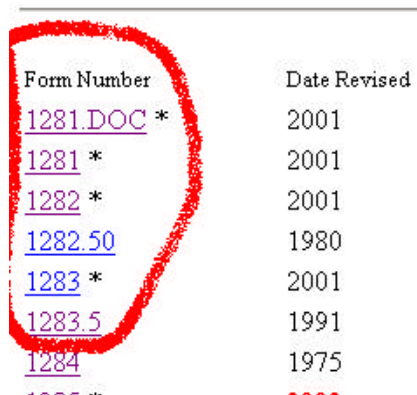
REQUEST TO ENTER DEFAULT

(FORM FL165)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - c. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - d. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down

OR

Use wheel on mouse

3. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
4. **DOUBLE CLICK** on the underlined number of the form you select.
5. The form will appear on the screen ready to be completed.
6. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE
REQUEST TO ENTER DEFAULT
(FORM FL165)

COMPLETING THE REQUEST TO ENTER DEFAULT (FORM FL165)

If your spouse is a military member you CANNOT submit this form, as military members are protected by the Soldiers & Sailors Act and cannot be defaulted. Contact the Facilitator for assistance in completing your dissolution.

The areas in red correspond to the areas on the form that you will need to complete.

1. Select Form # **FL-165, Request To Enter Default**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
 - a. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
 - b. **ATTORNEY FOR** – type in Petitioner in Pro Per.
 - c. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
 1. **STREET ADDRESS** – type in 215 FIFTH STREET
 2. **MAILING ADDRESS** – type in 215 FIFTH STREET
 3. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
 4. **BRANCH NAME** – leave blank
 - d. **PETITIONER:** type in your name.
RESPONDENT: type in your spouse's name.
 - e. **CASE NUMBER** – Type in the case number as previously assigned by the Clerk. Include the entire prefix and number YCSC CV FL XX-XXXXXXX.
2. **Item #2** – A COMPLETED INCOME & EXPENSE DECLARATION OR FINANCIAL STATEMENT (SIMPLIFIED) – mark **IS NOT ATTACHED**.

You filed one of these documents with your Petition – as long as your financial status has not changed you are not required to file a new one.

A COMPLETED PROPERTY DECLARATION – mark – **IS NOT ATTACHED**.

If you prepared and filed a Property Declaration with your Petition – you are not required to mark this box.

3. **Item #2(1) through (6)** – mark at least one of the boxes, but mark all that apply to your case.
4. **DATE** and type in your **NAME**.
5. **Item #3(b)** – type the name and complete address of Respondent (make sure you include city, state and zip code).
8. **DATE** and type in **PRINT NAME**.

NOTE: You will be required to provide the Clerk with an envelope (with a stamp) addressed to the Respondent at the address listed.

PAGE 2:

9. **Item #4 – Memorandum of Costs.**

Item 4a – if you submitted a fee waiver and paid no fees/costs – mark this box.

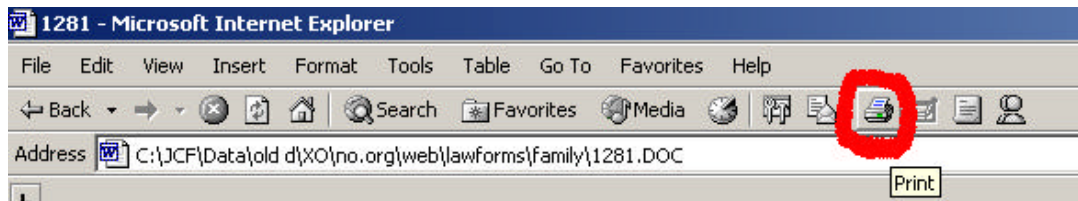
Item 4b – if you paid filing fees and process server fees, list them here and enter the total.
10. **DATE** and type in your **NAME**.
11. **Item #5 – DATE** and type in your **NAME** only if your spouse IS NOT a military member.

NOTE: If your spouse is a military member you CANNOT enter default against them under the Soldiers' and Sailors' Relief Act of 1940. Ask the Facilitator for assistance in proceeding. YOU CANNOT SUBMIT THIS FORM.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



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 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully sign and date if needed.

SAMPLE DOCUMENT

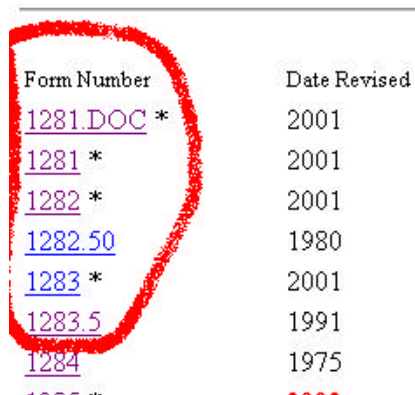
INSERT REQUEST TO ENTER DEFAULT (2 PAGES)

DECLARATION FOR DEFAULT OR UNCONTESTED DISSOLUTION (FORM FL-170)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

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2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
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5. **DOUBLE CLICK** on the underlined number of the form you select.
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COMPLETING THE DECLARATION FOR DEFAULT OR UNCONTESTED DISSOLUTION (FORM FL-170)

COMPLETING THE DECLARATION FOR DEFAULT OR UNCONTESTED DISSOLUTION (FORM FL-170)

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **FL-170, Declaration for Default or Uncontested Dissolution**. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
 - a. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
 - b. **ATTORNEY FOR** – type in Petitioner in Pro Per.
 - c. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
 1. **STREET ADDRESS** – type in 215 FIFTH STREET
 2. **MAILING ADDRESS** – type in 215 FIFTH STREET
 3. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
 4. **BRANCH NAME** – leave blank
 - d. **PETITIONER:** type in your name.
RESPONDENT: type in your spouse's name.
 - e. **CASE NUMBER** – Type in the case number as previously assigned by the Clerk. Include the entire prefix and number YCSC CV FL XX-XXXXXXX.
2. Mark the **DISSOLUTION** box under the title of the form.
3. Read **Item #1 and Item #2**.
4. **Item #3** – mark the Petition box.
5. **Item #4a** – mark box a – it pertains to default dissolution.
6. **Item #5a** – mark box b – since there is no agreement.
Item #5b(1) or #5b(2) – mark the box that applies to your case.
7. **Item # 6b** – since this is a default – box b applies.

8. **Item #7** – Child Custody – if you have children of this marriage, you must mark this box unless custody of your children is being handled in Juvenile or Guardianship court.
9. **Item #8** – Child Visitation – if you have children of this marriage, you must mark this box unless visitation of your children is being handled in Juvenile or Guardianship court.
10. **Item #9** – Spousal & Family Support – read items a-d carefully and mark the box that applies to your case.

Page 2:

11. Complete the **name of Petitioner/Respondent** and **Case Number** at top.
12. **Item #10** – Child Support – if you have children of this marriage, you must mark this box unless your children are subject to a Juvenile or Guardianship case.

If you are receiving public assistance – child support still needs to be addressed – so you would mark this box.

13. **Item #11 a and b** – mark the boxes as they apply to you and your spouse.
14. **Item #12** – Only mark this box if the local Dept of Child Support Services has signed your judgment.
15. **Item #13a** – enter your gross (before taxes) monthly income

Item #13b – enter your estimate of the other party's gross monthly income.

OR

Item #13c – Give the reason you cannot estimate the other party's gross monthly income.

Item 13d – mark this box and specify reasons as indicated.

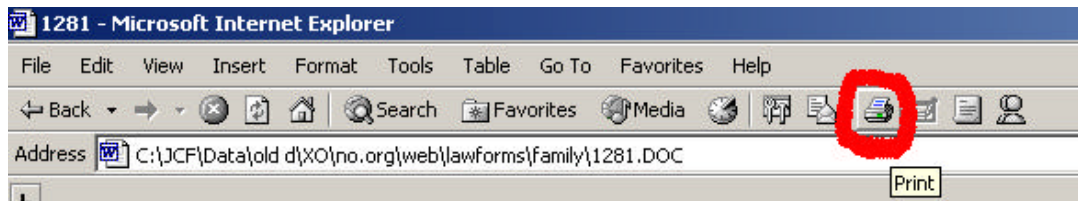
16. **Item #14** – mark this box if one or more of your children were born before the date of marriage BUT you and your spouse signed a Declaration of Paternity at the hospital when the child was born. You must attach the declaration.
17. **Item #15** – Attorney Fees – mark this box if appropriate.
18. Read **Items #16 and #17**.

19. **Item #20** – mark this box if you wish the court to terminate the marriage only and reserve jurisdiction over all other issues.
20. **Item #21** – mark Petitioner - if you want your former name restored (you want to change your name).
21. **DATE** and type in your **NAME**.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

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 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

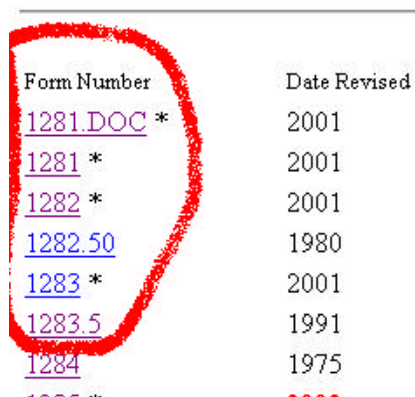
INSERT DECLARATION FOR DEFAULT OR UNCONTESTED DISSOLUTION
OR LEGAL SEPARATION (2 PAGES)

JUDGMENT (FAMILY LAW)
(FORM FL-180)
WITH ATTACHMENTS

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - g. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - h. Double click left button on mouse
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Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down

OR

Use wheel on mouse

4. Using the bar on the far right of your screen as shown, above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING JUDGMENT (FAMILY LAW) (FORM FL-180)

COMPLETING JUDGMENT (FAMILY LAW) (FORM FL-180)

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **FL-180, Judgment (Family Law)**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
 - a. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
 - b. **ATTORNEY FOR** – type in Petitioner in Pro Per.
 - c. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
 1. **STREET ADDRESS** – type in 215 FIFTH STREET
 2. **MAILING ADDRESS** – type in 215 FIFTH STREET
 3. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
 4. **BRANCH NAME** – leave blank
 - d. **PETITIONER:** type in your name.
RESPONDENT: type in your spouse's name.
 - e. **CASE NUMBER** – Type in the case number as previously assigned by the Clerk. Include the entire prefix and number YCSC CV FL XX-XXXXXXX.
2. Mark the **Dissolution** box under the title of the form.

Under that box **DATE MARITAL STATUS ENDS:** will be completed by Clerk.
3. **Item #2** – mark **DEFAULT** or **UNCONTESTED** box.
4. **Item #3** – type in the **date** the Respondent was served with the Petition and related documents (if personal service).

If you served by certified mail out of state, add 10 days to the date of mailing.

If you served by Notice & Acknowledgment of Receipt, use the date the form was signed (at the bottom) by Respondent.

Mark **RESPONDENT WAS SERVED WITH PROCESS**

5. **Item #4a** – mark box

Item #4a(1) – The Clerk will insert the date the dissolution is final.

NOTE: To determine the date the dissolution is final add six month plus one day to the date the Respondent was served.

For example if Respondent was served on May 14, 2001. The dissolution would be final on November 15, 2001.

6. **Item #4f** – if you requested that your former name be restored – mark this box and specify your full former name.
7. **Item #4h** – if you are requesting child support or family support, you must mark this box and include the forms indicated, which are covered later in this binder.

PAGE 2:

8. At the top, type the **last name, first names of the parties** and the **case number**. Example: Doe, Jane and John
9. **Item 4i** – mark this box if you and your spouse have signed a Marital Settlement Agreement. The original must be attached to this Judgment.
10. **Item 4k – CHILD CUSTODY & VISITATION** - if there are children of this marriage, you must complete this section.
- a. Mark the **“Child Custody and Visitation is ordered...”** box (applies to all cases with children)
 - b. Mark the **“Marital Settlement Agreement...”** (only if you are attaching an original Marital Settlement Agreement signed by both parties).
 - c. If you requested custody and visitation in your Petition, mark the **Child Custody and Visitation Order Attachment (FL-341)**.

Instructions for completing this form are covered later in this binder.

This form will outline the Custody & Visitation exactly as you requested in your Petition.

- d. Other: If your children are wards of the state, and custody and visitation is being handled in the Juvenile Court OR custody and visitation are being handled through a guardianship case - then mark this box & explain.

Example: Custody & Visitation of children being handled in Juvenile Court.

Example: Custody & Visitation of children being handled in Guardianship Court.

- 11. **Item #4l – CHILD SUPPORT** – If there are children of this marriage, child support must be addressed.

- a. Mark the box **“Child Support is ordered as set forth....”** (this applies to all cases with children involved).
- b. Mark the **“Marital Settlement Agreement....”** (only if you are attaching an original Marital Settlement Agreement signed by both parties).
- c. Mark **“Child Support Information & Order Attachment...”**(FL342) (if you are seeking child support, this must be marked & completed)

Instructions for completing the form FL-342 are later in this binder.

You will be required to obtain a Disso Master computer print out from the Facilitator, which will provide the exact amount of child support to be ordered. Disso Master is a computer program, available to the Facilitator that calculates child support based on information provided

- d. Mark **OTHER:** If you are receiving public assistance for your children, type in **“Referred to Yuba County DCSS”**. DCSS will automatically seek reimbursement from the other party.

If your children are involved in a Juvenile or Guardianship matter that is handling the custody and visitation – indicate that here.

- 12. **Item #4m** – Must be completed in ALL dissolution actions.

- a. Mark the box **“Spousal Support is ordered as set forth....”** (spousal support applies to all dissolution actions and must be addressed.

- b. If you requested Spousal Support on your Petition, mark box **“Spousal or Family Support Order Attachment (form FL-345)”**. Instructions for completing this form are contained later in this binder.

You will be required to obtain a Disso Master computer print out from the Facilitator, which will provide the exact amount of spousal support to be ordered. Disso Master is a computer program, available to the Facilitator that calculates spousal support based on information provided.

- c. If you requested that the court terminate jurisdiction to award spousal support to Respondent, OR you want to waive your right to receive spousal support OR you want the court's jurisdiction to award spousal support reserved, then type one of the following (as it applies) under **OTHER**:
1. The Court terminates jurisdiction to award spousal support to either party.
 2. The Court reserves jurisdiction to award spousal support to Petitioner.
- d. **NOTICE**: Mark this box if you are requesting spousal support to be paid by Respondent.

13. **Item n**: Mark this box only if you have children born prior to your date of marriage.

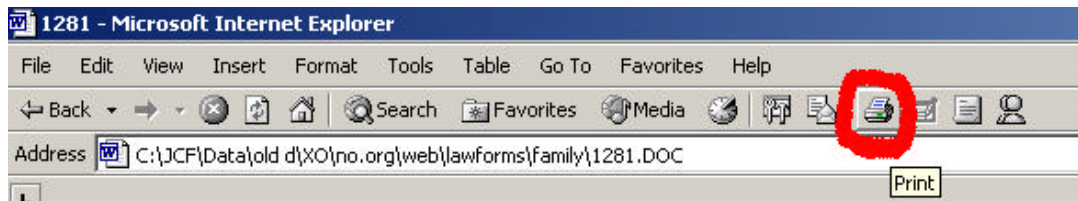
To determine if this box applies to your case, see the Facilitator.

14. **DO NOT DATE OR SIGN THIS FORM**. Must be dated and signed by Judge.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT JUDGMENT (2 PAGES)

CHILD CUSTODY & VISITATION ORDER ATTACHMENT

FORM (FL-341)

ATTACHMENT TO JUDGMENT

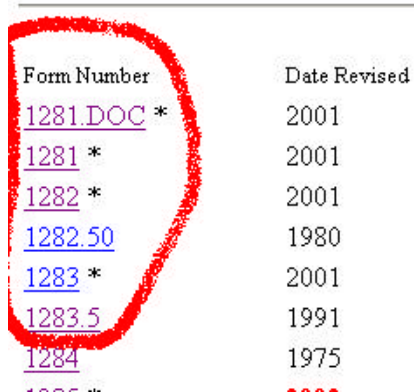
SKIP THIS SECTION IF THERE ARE NO CHILDREN OF THIS MARRIAGE

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.

2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE CHILD CUSTODY & VISITATION ORDER ATTACHMENT (FORM FL-341)

COMPLETING THE CHILD CUSTODY & VISITATION ORDER ATTACHMENT
(FORM FL-341)

If there are no children of this marriage – skip this section.

This form must be completed if custody and visitation orders are being requested.

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **FL-341, Child Custody & Visitation Order Attachment**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. Complete top of form.

PETITIONER/PLAINTIFF: Type in your full name.

RESPONDENT/DEFENDANT: Type in your spouse's full name.

CASE NUMBER: type in the complete case # YCSC CVFL XX-XXXXXXX.

3. **Attachment to** – mark the Judgment box.
4. **Item #1** - mark the Custody box.

Since this is a default judgment – what you are requesting now must match what you requested on your Petition.

Type in the full name(s) and birth date(s) of all children of this marriage

Type in Petitioner's or Respondent's names indicating who will get legal and physical custody – if joint, type in both names.

5. **Item #2** – mark the Visitation box.

Since this is a default judgment – what you are requesting now must match what you requested on your Petition.

Item #2 boxes a-e: Mark the box or boxes that apply to your case.

6. **Item #3** - Supervised Visitation

If you requested supervised visitation in your Petition – complete this area.

7. **Item #4** – Transportation

Indicate who will provide transportation to and from the visits and where the exchange will take place.

8. **Item #5** – The minor children must not be removed by:

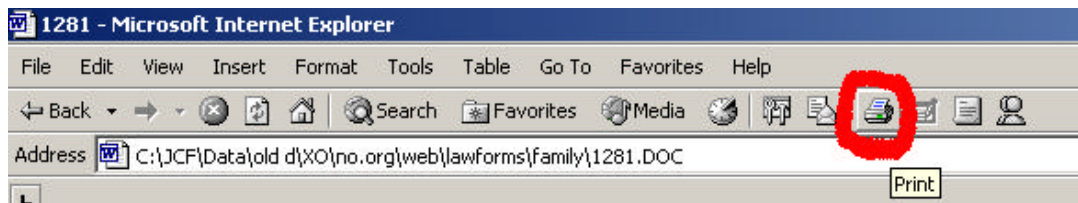
Since this is a default judgment – this box may not apply, unless you requested this on your Petition.

NOTE: There are numerous variations of how this form can be properly completed. If you are having problems completing this form, please contact the Facilitator for assistance.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
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 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT CHILD CUSTODY AND VISITATION ORDER ATTACHMENT (1PAGE)

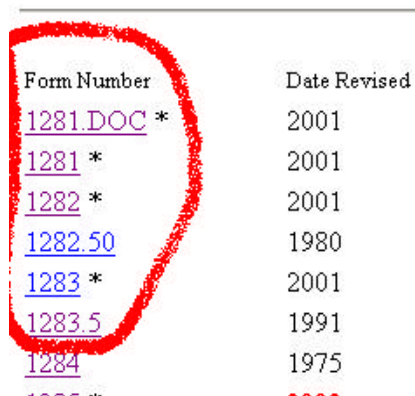
SUPERVISED VISITATION ORDER (FORM FL-341(A))

THIS FORM TO BE USED ONLY IF
SUPERVISED VISITATION IS
REQUESTED

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
<u>1281.DOC</u> *	2001
<u>1281</u> *	2001
<u>1282</u> *	2001
<u>1282.50</u>	1980
<u>1283</u> *	2001
<u>1283.5</u>	1991
<u>1284</u>	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE SUPERVISED VISITATION ORDER (FORM FL-341(A))

COMPLETING THE SUPERVISED VISITATION ORDER
(FORM FL-341(A))

If there are no children of this marriage – skip this section.

If you ARE NOT requesting Supervised Visitation – DO NOT use this form.

The areas in red correspond to the areas on the form that you will need to complete.

1. Select Form # [FL-180, Judgment \(Family Law\)](#). Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.

2. Complete the top of the form.

PETITIONER/PLAINTIFF: Type in your full name.

RESPONDENT/DEFENDANT: Type in your spouse's full name.

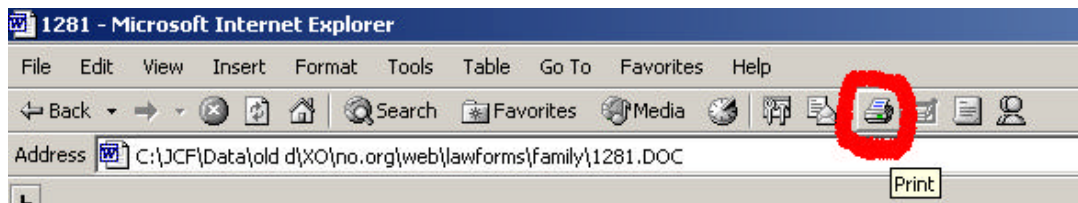
CASE NUMBER: type in the complete case # YCSC CVFL XX-XXXXXXX.

3. **Item #1** – Complete as it applies to your situation.
4. **Item #2** – Complete as it applies to your situation.
5. **Item #3** – Provide Child's name, birth date, age and sex for each child to be supervised.
6. **Item #4** – mark the type of visitation.
7. **Item #5** – mark the appropriate box.
8. **Item #6** – Provide the name, address & telephone number of the provider supervising the visitation.
9. **Item #7** – list duration and frequency of visits.
10. **Item #8** – Provide the percentage of payment responsibility of each parent.
11. **Item #9** – mark as appropriate.
12. **DO NOT SIGN OR DATE.** To be signed and dated by Judge.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

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2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



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 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT SUPERVISED VISITATION ORDER (1 page)

CHILD SUPPORT INFORMATION &
ORDER ATTACHMENT
(FORM FL-342)

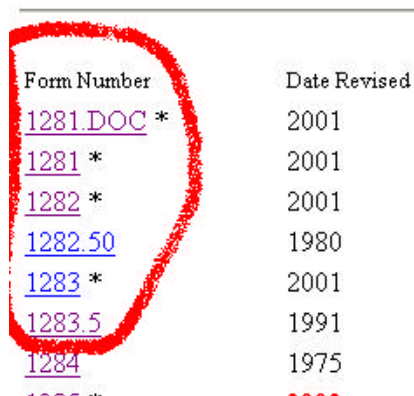
ATTACHMENT TO JUDGMENT

SKIP THIS SECTION IF NO
CHILDREN OF THIS MARRIAGE

ACCESSING THE DOCUMENT IN THE COMPUTER

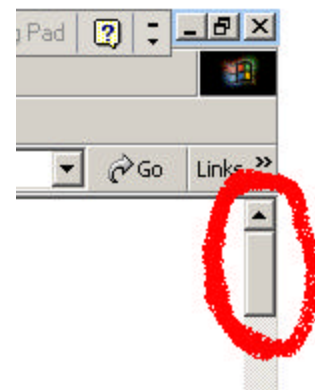
ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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1283.5	1991
1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

3. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
4. **DOUBLE CLICK** on the underlined number of the form you select.
5. The form will appear on the screen ready to be completed.
6. If you have problems calling up the forms, please ask the Clerk for assistance.

CHILD SUPPORT INFORMATION AND ORDER ATTACHMENT (FORM FL-342)

COMPLETING THE CHILD SUPPORT INFORMATION AND ORDER
ATTACHMENT

(FORM FL-342)

If there are no children of this marriage – skip this section.

This form must be completed if there are children of the marriage and child support is requested.

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **FL-342, Child Support Information & Order Attachment**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.

2. Complete top of form.

PETITIONER/PLAINTIFF: Type in your full name.

RESPONDENT/DEFENDANT: Type in your spouse's full name.

CASE NUMBER: type in the complete case # YCSC CVFL XX-XXXXXXX.

3. **Attachment to** – mark the Judgment box.
4. **Item #1** - if you are requesting child support paid to Petitioner by Respondent OR agree to child support paid by Petitioner to Respondent and do not know the guideline amounts the Facilitator can assist you in obtaining the computer printout referred to in this section.
5. **Item #2** – Income - this box reflects each parent's monthly income before and after taxes.

If you mark the box – then a or b must be completed.

6. **Item #3** – Children of this Relationship

List the number of children subject to this support order.

Indicate the percentage of time spent with each parent.

7. **Item #4** – Hardships

If you have hardships – indicate those here.

8. **Item #5** – Low Income Adjustments

Read this section carefully and complete if it applies to you. Skip this section if it does not apply to you.

9. **Item #6** – Child Support

Item #6a – mark the party who will be paying child support and indicate the date the payments will start.

List each child's name, date of birth, the monthly amount to be paid, and name of party payable to in this section.

Indicate when each payment is due.

10. **Item #6b** – Mandatory additional child support

Complete this section as it applies to you.

11. **Item #6c** - Additional child support

Complete this section as it applies to you.

12. Enter the total amount of child support to be paid.

13. **Item #7** – Health Care Expenses

Complete as it applies to you.

14. **Item #8** – Earnings Assignment

Read carefully.

15. **Item #9** – Non Guideline Order

Complete as it applies to you.

16. **Item #10** – Employment Search Order

Complete as it applies to you.

17. **Item #11** – Required Attachments

Read – requires that Form FL-192, be attached to this judgment. Instructions for printing out that form contained later in this binder.

18. **Item #13** – Child Support Registry Form

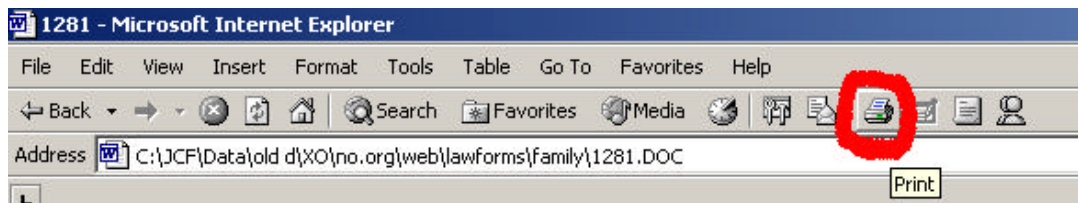
Read – requires submission/completion of Child Support Registry form (FL-191) be completed within 10 days.

Instructions on completion and submitting this form contained later in this binder.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

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2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
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 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT CHILD SUPORT INFORMATION & ORDER ATTACHMENT (2 PAGES)

NON GUIDELINE CHILD SUPPORT

FINDINGS ATTACHMENT

(FORM FL-342(A))

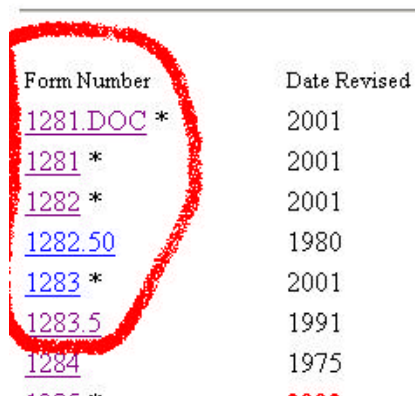
ATTACHMENT TO JUDGMENT

DO NOT USE THIS FORM UNLESS
REQUESTED CHILD SUPPORT
IS LESS THAN THE GUIDELINE
AMOUNT

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
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3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
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1284	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

3. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
4. **DOUBLE CLICK** on the underlined number of the form you select.
5. The form will appear on the screen ready to be completed.
6. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE NON
GUIDELINE CHILD SUPPORT
FINDINGS ATTACHMENT
(FORM FL-342(A))
ATTACHMENT TO JUDGMENT

COMPLETING THE NON GUIDELINE CHILD SUPPORT FINDINGS
ATTACHMENT

(FORM FL-342(A))
ATTACHMENT TO JUDGMENT

If there are no children of this marriage – skip this section.

This form is used only if the amount of child support requested is less than the guideline amount. The Facilitator will be able to assist you in determining if this form needs to be completed.

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **FL-342(A), No Guideline Child Support Findings Attachment**. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.

2. Complete the top of the form.

PETITIONER/PLAINTIFF: Type in your full name.

RESPONDENT/DEFENDANT: Type in your spouse's full name.

CASE NUMBER: type in the complete case # YCSC CVFL XX-XXXXXXX.

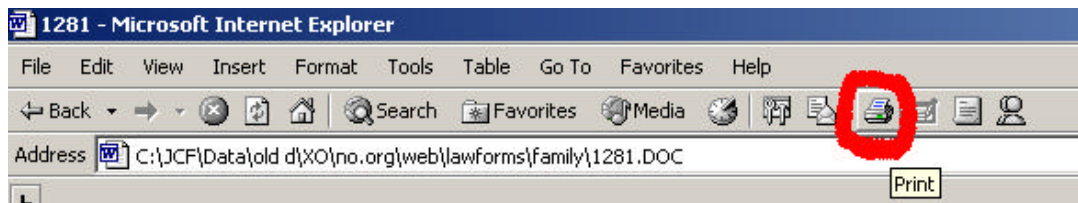
3. **Attachment to:** mark Child Support Information & Order Attachment and/or Judgment as appropriate.
4. **Item #1** – mark if applicable
5. **Item #2** – Other rebuttal factors

Item #2a – Item #2d complete if appropriate

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

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 - e. Select "**SAVE**"

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SAMPLE DOCUMENT

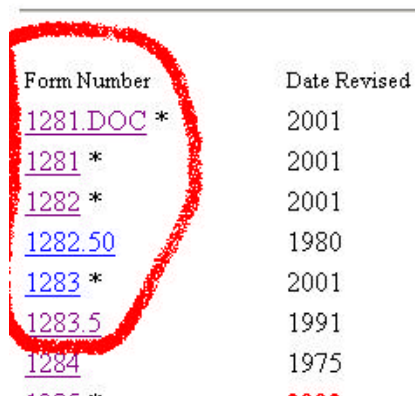
INSERT NON GUIDELINE CHILD SUPPORT FINDINGS ATTACHMENT (1
PAGE)

SPOUSAL OR FAMILY SUPPORT
ORDER ATTACHMENT
FORM FL-343

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - c. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - d. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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<u>1281.DOC</u> *	2001
<u>1281</u> *	2001
<u>1282</u> *	2001
<u>1282.50</u>	1980
<u>1283</u> *	2001
<u>1283.5</u>	1991
<u>1284</u>	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE SPOUSAL OR
FAMILY SUPPORT ORDER
ATTACHMENT
(FORM FL-343)

ATTACHMENT TO JUDGMENT

DO NOT USE THIS FORM UNLESS
SPOUSAL OR FAMILY SUPPORT
IS ORDERED

COMPLETING THE SPOUSAL OR FAMILY SUPPORT ORDER ATTACHMENT
FORM FL-343

ATTACHMENT TO JUDGMENT

Do not complete this form if you are not requesting spousal support or family support.

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **FL-343, Spousal or Family Support Order Attachment**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. Complete the top of the form.

PETITIONER/PLAINTIFF: Type in your full name.

RESPONDENT/DEFENDANT: Type in your spouse's full name.

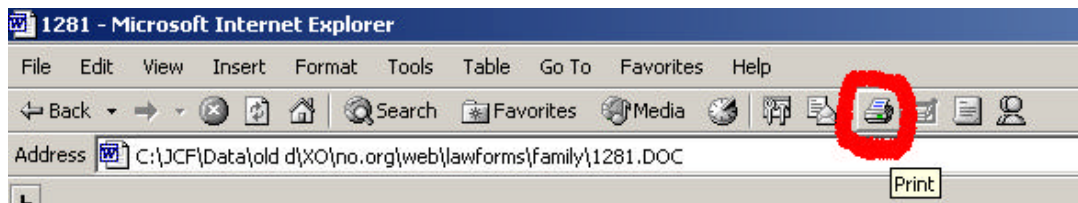
CASE NUMBER: type in the complete case # YCSC CVFL XX-XXXXXXX.

3. **Attachment to:** Judgment
4. **Item #1** – a computer printout must be attached. The Facilitator can help you obtain the computer printout calculations.
5. **Item #2** – Complete as appropriate.
6. **Item #3** – Complete as it applies to your case.
7. **Item #4** – Complete as it applies to your case.
8. **Item #5 through Item #7** – Completed as appropriate.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

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2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
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 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT SPOUSAL OR FAMILY SUPPORT ORDER ATTACHMENT (2 PAGES)

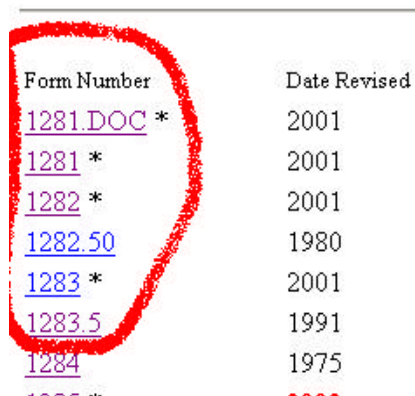
OTHER FORMS TO BE SUBMITTED WITH JUDGMENT

NOTICE OF RIGHTS & RESPONSIBILITIES (FL-192)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - e. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - f. Double click left button on mouse
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Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
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7. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE NOTICE OF RIGHTS AND RESPONSIBILITIES

FORM FL-192

OTHER FORMS THAT NEED TO BE SUBMITTED WITH JUDGMENT
NOTICE OF RIGHTS & RESPONSIBILITIES (FORM FL-192)

There are other forms that, depending on specific case, that need to be attached to and submitted with your judgment.

Using the Accessing the Documents in the Computer instructions previously provided in this binder, print out these forms.

1. [FL-192, Notice of Rights and Responsibilities, 2 pages.](#)

This form is submitted if child support is ordered.

The form does not need to be completed but must be attached.

2. [FL-191, Child Support Case Registry Form, 4 pages.](#)

This form is submitted if child support is ordered.

The form attached to the Judgment is blank.

You will be required to complete and submit page 1 and 2 of this form with your Judgment if you are requesting child support. Pages 3 and 4 are instructional pages and need not be submitted to the Clerk with your completed pages 1 and 2.

This form is not filed by the Clerk but received stamped.

Instructions for completing the form are contained later in this binder.

3. After you have printed #1 above you are finished with your Judgment and are now ready to prepare the Notice of Entry of Judgment and Child Support Case Registry forms.

SAMPLE DOCUMENT

INSERT FL 192, 2 PAGE NOTICE OF RIGHTS AND RESPONSIBILITIES HERE

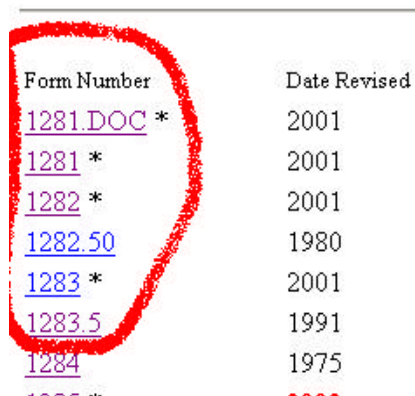
NOTICE OF ENTRY OF JUDGMENT

FORM FL-190

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
<u>1281.DOC</u> *	2001
<u>1281</u> *	2001
<u>1282</u> *	2001
<u>1282.50</u>	1980
<u>1283</u> *	2001
<u>1283.5</u>	1991
<u>1284</u>	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE NOTICE OF ENTRY OF JUDGMENT FORM FL-190

NOTICE OF ENTRY OF JUDGMENT
FORM FL-190

1. Must be submitted with Judgment.
2. Petitioner must provide two addressed stamped envelopes – addressed one each to the Petitioner and Respondent at the same addresses listed on the bottom of the notice.
3. Complete the top portion of the form
 - a. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
 - b. **ATTORNEY FOR** – type in Petitioner in Pro Per.
 - c. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
 1. **STREET ADDRESS** – type in 215 FIFTH STREET
 2. **MAILING ADDRESS** – type in 215 FIFTH STREET
 3. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
 4. **BRANCH NAME** – leave blank
 - d. **PETITIONER:** type in your name.
RESPONDENT: type in your spouse's name.
 - e. **CASE NUMBER** – Type in the case number as previously assigned by the Clerk. Include the entire prefix and number YCSC CV FL XX-XXXXXXX.
4. Mark **Item #1** – Dissolution of Marriage
5. In the middle of the form there is a box which says, "**Effective date of termination of marital status (specify):**" type in the date the dissolution is final. This must be the same date as indicated on the front of the Judgment OR you may leave this blank to be completed by the Clerk.
6. There are **two boxes at the bottom of the form**. In the first box type the name, address, city, state, and zip code for Petitioner. In the second box type in the name, address, city, state and zip code for Respondent.

These names and addresses must match the envelopes you provide.

Your envelopes must have stamps on each of them but DO NOT PUT RETURN ADDRESS ON ENVELOPES. The Clerk will stamp the return address of the court on your envelopes.

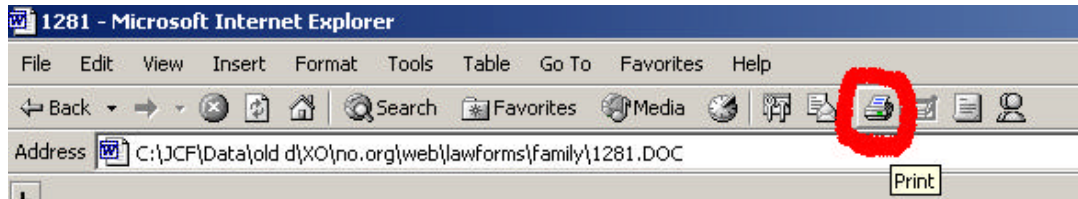
DO NOT COMPLETE ANYTHING ELSE ON THIS FORM.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.

2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
4. When you are satisfied that your document is correct – print a total of 3 times as the court requires the original and two copies.
5. **SAVE** your document:
- Click on "**FILE**," in the upper left corner. Select "**SAVE AS.**"
 - Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - At **FILE NAME** – NAME YOUR FILE.
 - Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT NOTICE OF ENTRY OF JUDGMENT (1 PAGE)

CHILD SUPPORT CASE REGISTRY

FORM

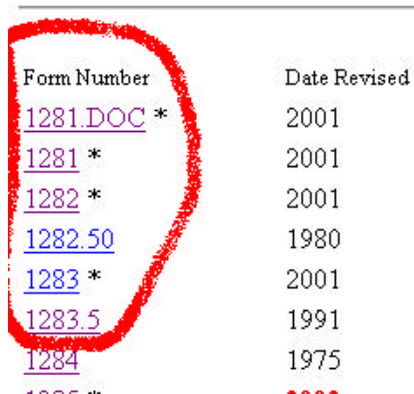
(FORM FL-191)

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENT IN THE COMPUTER

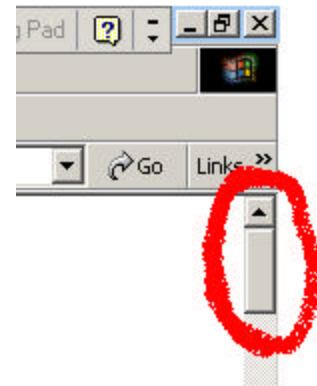
1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.

2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

3. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
4. **DOUBLE CLICK** on the underlined number of the form you select.
5. The form will appear on the screen ready to be completed.
6. If you have problems calling up the forms, please ask the Clerk for assistance.

COMPLETING THE CHILD SUPPORT CASE REGISTRY FORM (FORM FL-191)

THIS FORM IS REQUIRED IF CHILD SUPPORT IS ORDERED IN JUDGMENT.

CHILD SUPPORT CASE REGISTRY FORM (FL-191)

This form is 4 pages long, however only pages 1 and 2 need to be completed. Pages 3 and 4 contain instructional information only. Some of the information

contained in this form is confidential. The Clerk will receive stamp the document only and keep it in a confidential file. This form will not be placed in your court file.

The areas in **red** correspond to the areas on the form that you will need to complete.

1. Select Form # **FL-191, Child Support Case Registry Form**. Once the form appears on the screen, you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. Complete the top portion of the form.
 - a. **ATTORNEY OR PARTY WITHOUT ATTORNEY** - type in your name, address and telephone number as indicated.
 - b. **ATTORNEY FOR** – type in Petitioner in Pro Per.
 - c. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – type in Yuba;
 1. **STREET ADDRESS** – type in 215 FIFTH STREET
 2. **MAILING ADDRESS** – type in 215 FIFTH STREET
 3. **CITY AND ZIP CODE** – type in MARYSVILLE CA 95901
 4. **BRANCH NAME** – leave blank
 - d. **PETITIONER**: type in your name.
RESPONDENT: type in your spouse's name.
 - e. **CASE NUMBER** – Type in the case number as previously assigned by the Clerk. Include the entire prefix and number YCSC CV FL XX-XXXXXXX.
 - f. Mark the **MOTHER** or **FATHER** box.
Mark the **FIRST FORM COMPLETED** or **CHANGE TO PREVIOUS FORM** box.
3. **Item #1a** – type in the date the court order (for child support) was filed.
Item #1b – mark whether initial court order or modification
Item #1c(1) – indicate Child Support, if appropriate, and the amount ordered or mark whether child support was reserved or a zero amount was ordered.

Item #1c(2) – indicate Family Support, if appropriate, and the amount ordered or mark whether family support was reserved or a zero amount was ordered.

4. **Item #2** - Type in the **NAME** of the person required to pay the support.

Type in the **RELATIONSHIP** of the person paying to the child.

5. **Item #3** Type in the **NAME** of the person or AGENCY that the payments are to be paid to.

Type the **RELATIONSHIP** of that person or agency to the child.

6. **Item #4** – type in each child's name, date of birth and social security number. (This form is confidential and will be placed in a confidential file with the State of California.)

Page 2:

7. Complete the top of the form to include **Petitioner and Respondent's names and case number.**

8. **Item #5 and Item #6** – provide all of the requested information on both Father and Mother.

9. **Item #7** – Restraining Order

Complete this section only if you have a restraining order in effect. Provide all required information.

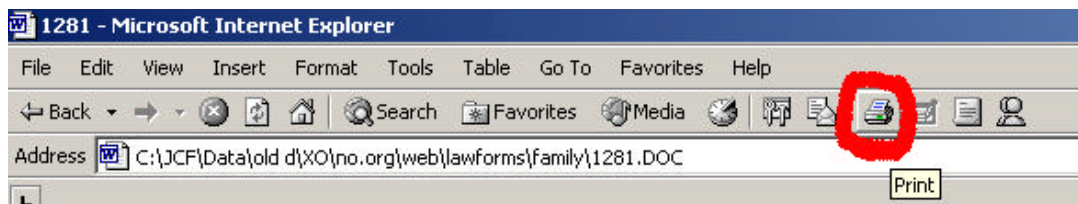
10. **Date** the form and type in your **name.**

11. Pages 3 and 4 provide details on completing this form if you have further questions.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

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 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**"

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT CHILD SUPPORT CASE REGISTRY FORM (4 PAGES) HERE.

ORGANIZING & SUBMITTING YOUR FORMS FOR FILING

ORGANIZING & SUBMITTING YOUR FORMS FOR FILING

1. **ORGANIZING:** When you have completed all of the forms outlined in this binder, you must organize them before submitting to Clerk for filing.

Paperclips and staplers are made available in this self help center for your use.

Each document must have the original on top with the copies of that document underneath.

2. **SIGNATURES:** After organizing your documents, double check to make sure you have signed and dated in each required place.

3. **ENVELOPES:** You are required to provide the Clerk with 3 envelopes.

2 – addressed to Respondent (do not include a return address)

1 – addressed to Petitioner (you) (do not include return address)

Envelopes must have sufficient postage for return mailing.

Clerk will stamp the court's return address on the envelopes.

4. **FILING WITH CLERK:** Present your documents, copies and envelopes to the Clerk for filing.

The Clerk will file all documents except the Judgment and Notice of Entry of Judgment while you wait.

The Judgment requires the Judge's signature and will be mailed to you and Respondent in the envelopes provided.

If you do not receive an endorsed filed copy of your Judgment & Notice of Entry of Judgment in the mail within a week after submitting – contact the Clerk's office as there may have been a problem with your documents.

5. **RECEIVING JUDGMENT/NOTICE OF ENTRY OF JUDGMENT IN MAIL:** You will receive an endorsed filed copy of the Judgment and Notice of Entry of Judgment in the mail within a week after submission. The date your dissolution is final is clearly indicated on both forms. No reminders will be mailed out by the court.

Safeguard these forms as you may be required to provide proof of your divorce at some other time for some other reason.